

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Sheahan-Malloy, Greshay and Schmidt**

**MEMBER EXCUSED: Hilbert**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, May 15, 2018 at 9:00 a.m. in meeting room 4B located on the fourth floor of the Administration Building.

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist; Jane Hooper, Clearview Administrator Executive Director; Bernadette Mueller, Child Support Director; Peggy Krenz, Child Support Aide; Dale Schmidt, Sheriff; Russ Freber, Physical Facilities Director; Neil Whiting, Citizen; Ann Hammann, Chief Deputy Treasurer; Brian Field, Highway Commissioner; Rebecca Bell, Human Services and Health Director; Bill Ehlenbeck, Land Resources and Parks Director; Kim Nass, Corporation Counsel.**

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present except Hilbert who was excused.

Marsik asked if anyone present had any public comments. None

Motion by Greshay to approve the regular session minutes of the May 1, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt. Motion carried by unanimous vote.

Sheriff Schmidt provided background information on the Detective Schedule Side Agreement created under previous leadership. Sheriff Schmidt also provided a copy of the side agreement with recommended changes. There was discussion on how to proceed. Hinze will contact the union to determine if they would like to discuss the issue.

Mindemann, Sheriff Schmidt and Firari each presented 2017 Exit Interview outcomes. There was discussion regarding the outcomes.

Hinze provided the Committee members with additional statistical information regarding employee sick banks. Hinze answered questions from the Committee regarding the information provided. There was discussion regarding sick banks and the extension of the Post Employment Health Plan (PEHP) for an additional two-year period. Hinze read the proposed resolution and asked if the Committee would like any changes. It was the consensus of the Committee to act on the resolution as presented at the next Committee meeting.

Hinze presented a request for sick leave donation for a Human Services & Health employee to care for a spouse May 15, 2018 – November 15, 2018. Hinze explained that the employee has used all available time off.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried by unanimous vote.

There were no Personnel Requisitions to review.

There were no Leave of Absence requests to consider.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL – None. NEW HIRE – Sandra L. Milfred, Recruitment and Benefits Assistant, Human Resources, \$19.58, DC05, ST02, 05/21/2018. LIMITED TERM/SEASONAL NEW HIRE – None. LIMITED TERM/SEASONAL RE-HIRE – None. REHIRE – Hraban, Philip, Transport Officer Occasional, Sheriff, \$18.45, MSC37, ST01, 05/10/2018. RECLASSIFICATION – None. STEP INCREASE – Wendy Gubin, H.R. Assistant, Human Resources Clearview, \$19.58, DC05, ST02 (one time wage adjustment), 05/01/2018; Jodi M. Apel, Correctional Officer, Sheriff, \$26.05, DC05, ST N/A, 04/09/2018; Michael Garbalagtys, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 04/06/2018; Curtis W. Knoll, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 04/09/2018; Jennifer A. Welch, Correctional Officer, Sheriff, \$26.31, DC05, ST N/A, 04/03/2018.

The Committee reviewed the Orientation Period Reports as presented.


**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze updated the Committee that the grievance from a Correctional Officer is currently being deliberated by the attorneys.
- c) Hinze provided an update on the Health Insurance Consortium stating that M3 provided informational training on Health Savings Accounts. Hinze notified the Committee that the census data was provided to M3 and anticipates premium rates by the first part of June.
- d) Hinze provided an explanation and update on Ethical Advocate including Ethical Advocate communication to employees.

Future Agenda Items: Post Employment Health Plan (PEHP) Resolution, Detective Schedule Side Agreement, Health Insurance, and Paid Time Off/Sick.

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: **Tuesday, June 5, 2018 at 9:30 a.m., and Tuesday, June 19, 2018 at 9:30 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 10:36 a.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.